

## **SALARY AND BENEFITS**

The Building Maintenance Manager annual salary is normally appointed at 85% of Control Point, which is approximately \$94,464. Hiring above that amount may be considered, based on qualifications and years of experience, up to the normal top of the range Control Point of \$111,132. Merit progression above the hiring salary is awarded at the discretion of the City Manager based on outstanding performance. A variety of benefits are available to management employees, including:

Vacation: Completion of 1 to 4 years service - 10 working days vacation per year; completion of 5 to 9 years - 15 working days per year; completion of 10 or more years - 21 working days per year.

Sick Leave: 12 days paid sick leave per year, and a provision for partial cash pay-out of accumulated sick leave upon retirement with 15 or more years' service.

Management Leave: 64 hours per calendar year.

Other Paid Leave: 13 paid holidays per year.

PERS Retirement Plan: California Public Employees' Retirement System (2.7% @55) integrated with Social Security.

Group Insurance: Choice of medical insurance plans is provided through PERS Health Insurance Program. Employees electing health coverage above the Kaiser single rate would be required to pay the premium pre-tax from salary. Dental coverage, long-term disability insurance and \$50,000 basic life insurance are provided. \$700 per year is available for unreimbursed medical expenses or professional development.

Other Benefits: Section 125 Flexible Benefit Plan; Retiree Medical Reimbursement Program for employees who retire from the City with at least ten years of service, and automobile allowance.

To receive first consideration for the screening process, the Human Resources Department must receive completed resume packets no later than 5:00 p.m., Tuesday, June 17, 2008. Resume Packets must include a "Letter of Interest and Intent", salary history (including current fringe benefits), and a detailed resume. You may send resume packets by mail, FAX to (408) 247-5627 or E-mail to [humanresources@santaclaraca.gov](mailto:humanresources@santaclaraca.gov)

Those with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the selection process by contacting the Human Resources Department at (408) 615-2080, or for those who are hearing impaired, call TTY (408) 984-3042.

Only those applicants who show the best combination of qualifications in relation to the requirements and duties of the position will be invited to participate in an oral interview.

Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, workers compensation, academic and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.

Additional information is available from:

**City of Santa Clara  
Human Resources Department  
1500 Warburton Ave.  
Santa Clara, CA 95050  
[www.santaclaraca.gov](http://www.santaclaraca.gov)**

5-20-2008-33-08-041U

AN EQUAL OPPORTUNITY EMPLOYER

The information contained herein is subject to change and does not constitute either an expressed or implied contract

## **The City of Santa Clara**



Invites applications  
for the position of

## **BUILDING MAINTENANCE MANAGER**

## **DEPARTMENT OF PUBLIC WORKS**

**Preferred Filing Date:**

**June 17, 2008**



THE CITY OF SANTA CLARA

Located in Silicon Valley, Santa Clara promotes a high quality of life and strong economic climate for a population of 114,238 residents. Within the city limits are included attractive residential and vigorous industrial areas, beautiful parks, and excellent schools.

Santa Clara is the home of Mission Santa Clara, Santa Clara University, Mission College and Paramount's Great America theme park. Santa Clara is a Charter City with a Council/Manager form of government. The city is a full service city with an annual budget of approximately \$535.5 million.

THE DEPARTMENT

The mission of the Public Works Department/Building Maintenance Division is to perform cost effective repair and maintenance procedures which will ensure that City-owned buildings remain safe, attractive and energy efficient in the service of the citizens and employees of the City of Santa Clara.

THE POSITION

This is a management position in the unclassified service administratively responsible for the management of the functions required for the modification, maintenance, cleaning, and repair of all City-owned and leased buildings, including several historic buildings. An incumbent in this position will be responsible for complex project and contract management in addition to the daily operations.

As a member of the City's Unclassified Service, this is an "at will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

EDUCATION AND EXPERIENCE

- Education or experience equivalent to graduation from an accredited college with a Bachelor's Degree in Engineering, Building/Facility Management or related field, and
- Four (4) years of increasingly responsible experience in the management of building facilities maintenance, at least two (2) years of which shall have been managing staff and with responsibility for division budget planning and administration is required.

POSSIBLE SUBSTITUTIONS:

- Up to four (4) years experience of progressively responsible experience in buildings/facilities construction and maintenance may be substituted for the required education on a year for year basis.

LICENSE

Possession of a valid California Class C driver's license is required at time of application and for the duration of employment.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Building Systems and Maintenance Management Systems in complex buildings;
- Building design and construction, including utilities, lighting, HVAC, electrical, plumbing, mechanical, and air and water quality controls;
- Confers with and assists the Director of Public Works in the development of long-range plans, goals and objectives, and budgets;
- Principles and practices of customer service;
- Principles of management, supervision, training and performance evaluation;
- Principles of organization and management, effective leadership and municipal budgeting and administration
- Manages, schedules and evaluates the work of Building Maintenance Division staff, and develops processes designed to support a continuous learning environment;
- Analyzes operations to determine the most efficient and effective assignment of staff;
- Prepares the division budget, recommends allocation of division funds within guidelines; monitors expenditures to ensure adherence to the approved budget, manages contractual services;
- Prepares complete and comprehensive reports and presents a variety of reports regarding building maintenance issues including building structures, roofs and heating, ventilation and air conditioning systems;
- Responds to inquiries and concerns from the public and follows through with appropriate actions;
- Prepares and maintains a variety of records and reports pertinent to Building Maintenance Division operations;
- Research methods and statistical analysis;
- Problem solving and conflict resolution practices and techniques;
- Complex spreadsheets and database applications;
- Preparation and administration of contracts and fiscal planning;
- Project and workload planning; and
- Environmental and safety practices, procedures and standards, e.g. OSHA, Federal, State and local rules and regulations.

Ability to:

- Exhibit a high level of technical expertise in the elements of construction and maintenance;
- Identify, research and gather relevant information from a variety of sources;
- Analyze building system problems, evaluate alternatives and recommend course of action;
- Understand and carry out highly complex technical tasks;
- Exercise sound and independent judgment, conduct independent analyses and make recommendations on difficult and sensitive issues;
- Anticipate potential problems, develop contingency plans

- when needed and solve concurrent problems;
- Provide the leadership and management of the department through coaching, enabling and facilitating employees working in a team environment;
- Create a culture that is conducive to change and that is one that is able to select, recruit, retain, develop and motivate a skilled and talented workforce where everyone knows their mission, role, and job;
- Establish clear goals and objectives in order to create an organization that delivers excellent customer service through ethical leadership standards, establishes an atmosphere of respect for employees consistent with the City's Code of Ethics and Values;
- Build constructive relationships by promoting effective partnerships with department peers, bargaining units, employees, citizens, and others contacted in the course of work;
- Represent and speak for the department and its work, e.g., presenting, explaining, promoting, defining, and negotiating to those within and outside the department by making clear and convincing oral presentations to individuals and groups, by listening effectively and clarifying information and by facilitating an open exchange of ideas;
- Work effectively as a member of the department's management team to achieve common goals and be able to deliver excellent customer service to both internal and external City clients;
- Plan, organize, direct, and coordinate organization activities and effectively manage the work of others in order to operate facilities that are open for business seven days a week, including nights and weekends;
- Work effectively and coordinate multiple projects and complex tasks simultaneously in time-sensitive situations and meet deadlines;
- Communicate logically and clearly, both orally and in writing; follow oral and written instructions;
- Prepare and present highly technical and complex written and oral reports using multi-media to large groups and City staff;
- Use computer applications, prepare memos and procedural documentation;
- Create, manage and maintain complex filing and record systems;
- Operate office machines and common office equipment including a personal computer, copier and facsimile machine; and
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction:

- Manages and directs the Building Maintenance Division staff in the performance of their duties;

- Develops, implements, and improves a strong preventative maintenance program;
- Prepares, submits, and manages the annual Capital and Operating budgets for the Building Maintenance Division within the guidelines provided;
- Plans, prepares, and administers Capital Budget projects involving City facilities;
- Assists other departments in planning and budget preparation;
- Prepares, awards, and administers contracts and agreements as required;
- Is directly responsible for custodial services, energy conservation, facility capital projects, tenant improvement projects;
- Attends construction meetings and works with architects, engineers, contractors, specialists and City staff to ensure that operational and maintenance concerns are incorporated into building projects;
- Keeps current with best practices in work methods, organizational structure, technology and use of materials in the field of building management and proposes need changes that are cost effective, provide quality of life for staff and patrons, are efficient and provide for redundancy and flexibility;
- Represents the City at regional facilities management groups, professional organizations, and other meetings; and
- Performs other related duties as assigned.

SUPERVISION RECEIVED

Works with the general supervision of and reports to the Director of Public Works.

SUPERVISION EXERCISED

Supervises Mechanical Maintenance Foreman/Forewoman, Building Maintenance Foreperson, Administrative support staff and other staff as assigned.

OTHER REQUIREMENTS

Must be able to perform the essential functions of the job assignment.

SPECIAL CONDITIONS:

May be required to work unusual hours, including evenings and weekends, and to be available on an on-call basis.

CONFLICT OF INTEREST:

Incumbent in this position is required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100.